

HYNES CHARTER SCHOOL CORPORATION
BOARD MEETING

Monday December 4, 2017, 5:00 PM
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**

STANDING ITEMS

- 1. Opportunity for public comment**
- 2. Facilities update – Ken Ducote**
- 3. Principal’s Report – Michelle Douglas**
- 4. Legal Report – Alvin Miester**
- 5. Financial Report – John Gaudry**
- 6. HR Report**

BOARD BUSINESS

- 1. Request for approval of the conceptual framework of replicating Hynes Charter School on the campus of the University of New Orleans.**
- 2. Old business**
- 3. New business**



THE UNIVERSITY *of*
NEW ORLEANS

OFFICE OF THE PRESIDENT

November 28, 2017

Ms. Michelle Douglas
Principal and CEO
Edward Hynes Charter School
990 Harrison Avenue
New Orleans, LA 70124

Dear Ms. Douglas:

I am pleased to offer my enthusiastic support for the proposal to replicate Hynes Charter School on the campus of the University of New Orleans. As the President of the University of New Orleans—the only public research university in metro New Orleans—I am keenly interested in expanding educational access across all levels in our community. Hynes Charter School has an exemplary record of educational achievement and by providing greater access to a Hynes education, more of our schoolchildren and their families will benefit. K-8 students who are more academically prepared succeed at higher rates in high school and are more likely to attend four-year universities. UNO already enjoys a productive partnership with Hynes, and we look forward to future collaboration on the replication project.

Sincerely,

John Nicklow, Ph.D.
President
The University of New Orleans



Conceptual Framework for Replicating Hynes Charter School at the University of New Orleans

October 26, 2017

University of Louisiana System Board of Supervisors Meeting

December 4, 2017

Hynes Charter School Board Meeting

Rationale

- UNO began consideration of a lab school concept last year
 - Provide additional opportunities for next generation teachers
 - Explore new revenue streams
 - Prompted by Ben Franklin High School's interest to expand to lower grades
- Current Ben Franklin collaboration is significant
 - BFHS is located on the UNO campus
 - BFHS is teaching classes at UNO
 - UNO teaching dual enrollment courses at BFHS
 - Research mentorship for BFHS students
- Asked Dr. Peterson, Ed Consultant, to help explore options and assist with Feasibility and Concept Analysis



October 26, 2017

Analysis

- Abandon traditional lab school concept
 - Competing direct run and charter schools
 - High cost involved
 - Challenges in directly running the school
- Creating a charter has similar issues, as well as lengthy assessments, concerns regarding approval, and pending lawsuit
- BUT, provisions exist to replicate a high-performing charter without a full application to local school board



HYNES EST. 1952

October 26, 2017

Edward Hynes Charter School

- Open admission, high-performing, A-rated K-8 school
- Opened in 2006 with UNO as a formal partner and designated Board positions
- Major feeder to Ben Franklin High School
- 572 applications for 100 seats
- Current UNO Professional Development School (CAEP)



HYNES EST. 1952

October 26, 2017

Recommendation from Analysis

- Open and operate a new, replicated Hynes STEAM campus at UNO
- Long-term lease agreement
- Governance structure relies on existing Hynes Board
- Begin with 150 K-1 students in 2019
- Expand incrementally to 690 PK-8 students in five years



HYNES EST. 1952

October 26, 2017

Potential Benefits for UNO

- ✓ Lease revenue
- ✓ Energize course offerings for next generation teachers, including expanded research and observation opportunities with elementary students
- ✓ Additional enrollment by Hynes faculty and staff
- ✓ Increased pipeline (Hynes and BFHS graduates) to UNO – a PK-20 site
- ✓ Professional development offerings for city charter schools
- ✓ Accessibility for children of UNO employees
- ✓ K-8 summer camp enrollment
- ✓ Collaborative grant opportunities
- ✓ Shared service agreements (food, utilities, IT, facilities)
- ✓ Positive exposure of UNO's commitment to the community



HYNES EST. 1952

October 17, 2017

Potential Benefits for Hynes

- ✓ Increase educational equity by offering access to more high quality seats
- ✓ Utilize existing space at UNO
- ✓ Provide professional opportunities for Hynes faculty and staff to take on leadership roles and other responsibilities
- ✓ Increase pipeline of graduates - a PK-20 site from cradle to career
- ✓ Expand the current mission, vision, and philosophy of Hynes
- ✓ Fulfill a demand for educational experiences related to STEAM
- ✓ Increase opportunities to tap into University resources and personnel which align to school-wide goals and initiatives
- ✓ Apply for collaborative grant opportunities
- ✓ Further develop partnerships with non-profits such as KidSmart and Playworks
- ✓ Demonstrate Hynes's commitment to the community and Unification Plan



HYNES EST. 1952

December 4, 2017

Next Steps

- With Board support, requested today, proceed with internal discussions and external negotiations
- Work together in concert with University representatives to complete a long range action plan to replicate
- Seek external start-up grant funding
- Bring a working plan and lease agreement to the UL Board and the Hynes Charter Board



HYNES EST. 1952

December 4, 2017



Board of Directors Meeting Minutes of October 23, 2017

Monday, December 4, 2017

Edward Hynes Charter School

990 Harrison Avenue

New Orleans, Louisiana 70124

The following Board members were present at the October meeting: Alvin Miester, Barbara Richard, Helene Derbigny, Jan Janz , Kris Scairono and Cassandra Youmans.

Tim Ryan was absent

Meeting was called to order at 5:04pm by Alvin Miester

Roll call was conducted by Janet Gaudet

AGENDA OF OCTOBER 23, 2017

The Board:

VOTE: Motion to amend the agenda to add a report from OPSB reps, Dina Hasiotis and Kenny Francis.

Motion by Barbara Richard and second by Helene Derbigny. A roll call was taken to approve the amendment. No nays; vote was unanimous, motion passed

VOTE: To approve the agenda of OCTOBER 23, 2017

Motion by Barbara Richard and second by Kris Scairiano. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.

MINUTES OF PREVIOUS MEETING

The Board:

VOTE: To dispense reading and approve the minutes of the previous Board meeting.

Motion by Helene Derbigny and second by Jan Janz. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.

PUBLIC COMMENT

Does any member of the public have any comments or questions?

NONE

FACILITIES UPDATE –

NONE

PRINCIPAL'S REPORT

(see attached report)

Teachers are targeting writing across all areas of the curriculum and utilizing the platforms such as Achieve 3000 and Smarty Ants to further enhance student experiences.

LEAP 360 diagnostic test were administered. This is a new tool offered by the State and was a major undertaking to launch, use and analyze. Teachers used their data to set SLT's.

Based on first quarter progress, 95% of Hynes students met the school-wide behavior expectation and received the PBiS award. Currently, 88% of our students in Grades 1-8 are reading on or above level.

Congratulations to Dawn Lobell and Mary Batson for successfully completing their National Board of Professional Teaching Standards recertification.

The LaSIP program is still underway. Seven teachers have hosted one demonstration lesson thus far.

Two teachers are currently attending the Project Lead the Way Summit in Orlando, FL.

Hynes has applied for a \$7,000 FACE Foundation Grant from the French Embassy in Washington, DC to support more professional development of our teachers on sheltered language instruction and increase the collection of French materials in our library. Hynes was awarded \$2,000.

High School day was Friday, October 20, 2017. Students from Hynes, St. Dominic, Audubon, ISL and Lake Forest participated with 27 high schools and their admissions directors.

Hynes has made a request of the OPSB to make emergency repairs to stop the water intrusion around the school, much of which has been documented since moving into the building in January of 2012. They have identified an architect and a roofer to handle the repairs.

LEGAL COMMITTEE REPORT

NONE

FINANCIAL REPORT – John Gaudry

(see report)

John Gaudry presented the July 2017 financial report that was an actual to budget comparison report. Reps from Carr Riggs & Ingram were in attendance to present the results from the audit.

VOTE: To receive the audit as presented to the Board.

Motion by Jan Janz and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.

TAX ENGAGEMENT LETTER –

VOTE: Motion to approve the CRI Tax Engagement Letter and retify any actions prior to this motion.

Motion by Barbara Richard and second by Cassandra Youmans. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.

OPSB Reps, Dina Hasiotis and Kenny Francis presented to the Board, OPSB Charter School Accountability Framework report and Summary of Legal and Contractual Expectations on Background Checks.

HR REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

NONE

There being no further business and upon a motion to adjourn duly made by Barbara Richard and second by Helene Derbigny at 6:03pm. Board members, Alvin Miester, Barbara Richard, Helene Derbigny, Kris Scairono, Jan Janz and Cassandra Youmans voted to approve. No nays; vote was unanimous, motion passed.

**Edward Hynes Charter School
Principal's Report December 4, 2017**

Students & Academic

The broad goals for the 2017-18 school year are, by May 2018:

- a. 93.5% of our K-8th grade students will read on or above level.
 - b. 65% of our 3rd-8th grade students will score Strong in the Written Expression sub-claim of the ELA LEAP test.
 - c. 55% of our 3rd-8th grade students will score Strong overall performance on the Science LEAP test.
 - d. 65% of our 3rd-8th grade students will score Strong overall performance on the Math LEAP test.
1. The 2nd quarter exams and midyear benchmark assessments are scheduled.
 2. Through our social media applications, students are getting the opportunity to be a part of the Insta Pop-Up News and also the weekly wrap ups. Students in grades 5 and higher write, record, and produce the messages with the guidance of their computer teacher.
 3. Our student council president applied for a position on the Superintendent's Student Advisory Board established to get students involved in the Unification Plan.

Faculty, Staff, and Administration

1. The first round of COMPASS evaluations are scheduled or completed.
2. Science teachers in grades K-5 have completed 2/3 of their Project Lead the Way (PLTW) launch training. This is being conducted by our Launch lead teacher using a combination of job-embedded time and time after school. Teachers are provided relief for one hour of the time and they are paid a stipend for the remainder.
3. Several faculty members have chosen to advance their skills through formal professional development experiences. Three will be enrolling in the School Leadership Center's Educational Leadership Alternate Certification cohort. One teacher is pursuing National Board Certification in Special Education. Three more teachers will be joining two who are already enrolled at the University of New Orleans to pursue their Master's Degrees.
4. Three teachers representing the social media team attended the LaCUE Conference (Louisiana Computer Using Educators).
5. Three teachers attended the regional NSTA conference last week.

Family and Community Involvement

1. The Hynes Chorus will be performing at Holidays on Harrison on Wednesday, December 6th. They will also perform at the Windsor Court and Canal Place on Friday, December 8th.
2. Directors from the Kingsley House visited Hynes and asked us to partner with them to assist their families with identifying high quality elementary school programs as their children matriculate to elementary schools. Please see the attached MOU for details.
3. By popular demand, Hynes will host a second morning of school tours on Thursday, December 7th from 8:30-10.

Operations and Facilities

1. During November we conducted both a fire drill and a tornado drill with our students.
2. Hynes was inspected as per the facilities guidelines and new lease agreement. We have about 20 non critical deficiencies related to general maintenance. Several of the parts (latches for doors and batteries for faucets) were on order.
3. We are in the process of adding termite baiting stations to our existing termite agreement as per the new lease with Orleans Parish School Board.



Memorandum of Understanding (MOU)

As a Head Start Community Partner, _____ agrees to support and promote quality services to the participants and families of the Kingsley House, Inc Head Start Program in the following area(s):

Kindergarten Transition Service

The services will include the following:

- Provide school information to Kingsley House participants who will be transitioning to Kindergarten
- Host a field trip, if possible, which may include children and parents, so that they can take a tour of the school and learn about the programs offered.
- Time permitting, participate in a Kindergarten Fair being hosted by Kingsley House on Friday, January 5, 2018 (3:30 pm – 4:30 pm)

Kingsley House agrees to the following:

- Open our doors should you desire to come in to speak with our transitioning families for recruiting purposes
- Relay information about your school or events to our participants

Kingsley House encourages strong communication, cooperation, and the sharing of skills, resources and information to improve the delivery of community services to the participants in our Head Start program and their families.

Name & Position

Suzanne Torregano
Parent, Family, Community Engagement
Specialist, Kingsley House

Date

Date



Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124
(504) 324-7160

November 15, 2017

To the Board of Directors of
Hynes Charter School Corporation
990 Harrison Ave
New Orleans, Louisiana

I have prepared the accompanying September, 2017 financial statements for Hynes Charter School Corporation in my capacity as an employee of Hynes Charter School Corporation. I have not prepared these financial statements in my capacity as a Certified Public Accountant in the practice of public accounting.

Please let me know should you have any questions or comments.

Sincerely,

John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School
Statement of Financial Position
As of September 30, 2017

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,327,709
Grants and other receivables:		
OPSB / LADOE	\$ 199,107	
Husky Care	14,992	
Other receivables	3,160	
Total grants and other receivables		217,259
Prepaid expenses		170,968
Total Current Assets		5,715,935

Other Assets

Deposits	10,000	
Total Other Assets		10,000

Fixed Assets

Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets		31,623
Accumulated depreciation	(18,765)	
Total Fixed Assets, net		12,858

TOTAL ASSETS		\$ 5,738,793
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 44,700	
Other Accounts payable	29,193	
Accrued payroll liabilities	189,746	
Total Current Liabilities		\$ 263,639

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	551,419	
Net Assets, end of this period		5,475,154

TOTAL LIABILITIES AND NET ASSETS		\$ 5,738,793
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The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

Hynes Charter School
Statement of Activities and Changes in Net Assets

	For the Three Months Ended September 30, 2017			Annual
	Actuals	Budget	Variance	Budget
<u>Revenues and Other Support</u>				
MFP	\$ 1,602,377	\$ 1,745,355	\$ (142,978)	\$6,981,420
NCLB	-	-	-	225,985
Donations	-	9,999	(9,999)	40,000
Other income	11,015	101,250	(90,235)	119,200
Total Revenues and Other Support	1,613,392	1,856,604	(243,212)	7,366,605
<u>Expenses</u>				
Salaries	557,349	629,646	(72,297)	4,234,814
Benefits	179,637	255,007	(75,369)	1,715,100
Child nutrition	1,748	1,554	194	10,350
Depreciation expense	1,157	858	299	3,429
Disposal services	2,236	1,800	436	7,200
Donations expense	-	-	-	150,000
Dues and fees	9,055	8,250	805	33,000
Equipment rental	2,355	3,000	(645)	12,000
Insurance	32,283	40,251	(7,968)	161,000
IT services	30,093	15,000	15,093	60,000
LEA services	32,047	84,906	(52,859)	339,628
Materials and supplies	52,724	93,500	(40,776)	125,000
Other expense	5,012	4,500	512	18,000
Professional services	31,708	17,751	13,957	71,000
Repair and maintenance	47,014	24,375	22,639	97,500
Textbooks	9,452	33,000	(23,548)	68,000
Transportation	9,866	9,333	532	56,000
Travel	10,080	2,499	7,581	10,000
Utilities	48,157	47,479	678	194,584
Total Expenses	1,061,973	1,272,709	(210,736)	7,366,605
CHANGE IN NET ASSETS	551,419	583,895	\$ (32,476)	\$ -
<u>Net Assets</u>				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	\$ 5,475,154	\$ 5,507,630		

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

Hynes Charter School
Statement of Cash Flows
For the Three Months Ended September 30, 2017

CASH FLOW FROM OPERATING ACTIVITIES	
Change in net assets	\$ 551,419
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	1,157
Changes in operating assets:	
Grants and other receivables	144,094
Prepaid expenses	(47,994)
Changes in operating liabilities:	
Accounts payable	(44,667)
Accrued payroll liabilities	(281,389)
Net cash provided by (used in) operating activities	<u>322,620</u>
 CASH FLOW FROM INVESTING ACTIVITIES	
Leasehold improvements to be donated	-
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	 <u>322,620</u>
 Cash and cash equivalents - Beginning of the year	 5,005,089
CASH AND CASH EQUIVALENTS - End of this period	<u>\$ 5,327,709</u>

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

Hynes Charter School Corporation

November 15, 2017

Selected Information - Substantially all disclosures required by accounting principles generally accepted in the United States of America are not included in the attached September, 2017 financial statements.

The Student Activity Fund is not included in the attached September, 2017 financial statements. The effects of not including the Student Activity Fund in these financials has not been determined by management.

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of the attached September, 2017 financial statements.



Edward Hynes Charter School
990 Harrison Avenue
New Orleans, Louisiana 70124
(504) 324-7160

December 4, 2017

To the Board of Directors of
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Please let me know should you have any questions or comments.

Sincerely,

John M. Gaudry
John M. Gaudry
Chief Financial Officer
Hynes Charter School Corporation

Hynes Charter School
Statement of Financial Position
As of October 31, 2017

ASSETS

Current Assets

Cash and cash equivalents		\$ 5,273,266
Grants and other receivables:		
OPSB / LADOE	\$ 228,603	
Husky Care	31,273	
Other receivables	3,160	
Total grants and other receivables		263,036
Prepaid expenses		160,177
Total Current Assets		5,696,479

Other Assets

Deposits	10,000	
Total Other Assets		10,000

Fixed Assets

Leasehold improvements	\$ 7,530	
Equipment	24,093	
Total Fixed Assets		31,623
Accumulated depreciation		(19,051)
Total Fixed Assets, net		12,572

TOTAL ASSETS		\$ 5,719,051
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable OPSB	\$ 59,600	
Other Accounts payable	34,820	
Accrued payroll liabilities	261,651	
Total Current Liabilities		\$ 356,071

Net Assets

Net assets, beginning of this fiscal year	4,923,735	
Current year increase (decrease) in net assets	439,245	
Net Assets, end of this period		5,362,980

TOTAL LIABILITIES AND NET ASSETS		\$ 5,719,051
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The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

Hynes Charter School
Statement of Activities and Changes in Net Assets

	For the Four Months Ended October 31, 2017			Annual
	Actuals	Budget	Variance	Budget
<u>Revenues and Other Support</u>				
MFP	\$ 2,136,503	\$ 2,327,140	\$ (190,637)	\$ 6,981,420
NCLB	29,497	-	29,497	225,985
Donations	-	13,332	(13,332)	40,000
Other income	13,443	39,732	(26,289)	119,200
Total Revenues and Other Support	2,179,442	2,380,204	(200,762)	7,366,605
<u>Expenses</u>				
Salaries	924,346	1,053,792	(129,446)	4,234,814
Benefits	322,056	426,786	(104,730)	1,715,100
Child nutrition	2,913	2,590	323	10,350
Depreciation expense	1,443	1,144	299	3,429
Disposal services	3,053	2,400	653	7,200
Donations expense	-	-	-	150,000
Dues and fees	11,799	11,000	799	33,000
Equipment rental	2,903	4,000	(1,097)	12,000
Insurance	43,043	53,668	(10,625)	161,000
IT services	37,843	20,000	17,843	60,000
LEA services	42,730	113,208	(70,478)	339,628
Materials and supplies	75,438	97,000	(21,562)	125,000
Other expense	11,744	6,000	5,744	18,000
Professional services	38,682	23,668	15,014	71,000
Repair and maintenance	55,992	32,500	23,492	97,500
Textbooks	71,321	40,000	31,321	68,000
Transportation	16,231	15,556	675	56,000
Travel	11,299	3,332	7,967	10,000
Utilities	67,362	66,937	425	194,584
Total Expenses	1,740,197	1,973,580	(233,383)	7,366,605
CHANGE IN NET ASSETS	439,245	406,624	\$ 32,621	\$ -
<u>Net Assets</u>				
Beginning of this fiscal year	4,923,735	4,923,735		
END OF THIS PERIOD	\$ 5,362,980	\$ 5,330,359		

The accompanying letter from the Hynes Charter School Chief Financial Officer is an integral part of these financial statements.

Hynes Charter School
Statement of Cash Flows
For the Four Months Ended October 31, 2017

CASH FLOW FROM OPERATING ACTIVITIES	
Change in net assets	\$ 439,245
<i>Adjustments to reconcile change in net assets to net cash provided by (used) in operating activities:</i>	
Depreciation	1,443
Changes in operating assets:	
Grants and other receivables	98,317
Prepaid expenses	(37,203)
Changes in operating liabilities:	
Accounts payable	(24,141)
Accrued payroll liabilities	(209,484)
Net cash provided by (used in) operating activities	<u>268,177</u>
 CASH FLOW FROM INVESTING ACTIVITIES	
Leasehold improvements to be donated	-
 NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	<u>268,177</u>
 Cash and cash equivalents - Beginning of the year	5,005,089
CASH AND CASH EQUIVALENTS - End of this period	<u><u>\$ 5,273,266</u></u>

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Hynes Charter School Corporation

December 4, 2017

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